



**MONROE COUNTY
CHILDREN AND YOUTH AGENCY
AMENDED FINANCIAL REPORT
FOR THE PERIOD
JULY 1, 2009 TO JUNE 30, 2010**

COMMONWEALTH OF PENNSYLVANIA
EUGENE A. DEPASQUALE - AUDITOR GENERAL
DEPARTMENT OF THE AUDITOR GENERAL



Commonwealth of Pennsylvania
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EUGENE A. DePASQUALE
AUDITOR GENERAL

The Commissioners of Monroe County
Monroe County Administrative Center, Room 201
One Quaker Plaza
Stroudsburg, PA 18360-2192

Dear Commissioners:

We have examined fiscal forms CY-370, CY-370A, and CY-348, and the related financial records of the Monroe County Children and Youth Agency for the purpose of ascertaining and certifying the actual Commonwealth expenditures incurred on behalf of children resident within the County for the period July 1, 2009 to June 30, 2010, pursuant to authority derived from Act 148 of July 9, 1976, (P.L. 846, No. 148), as amended, 62 P.S. § 704.1(a)(4). The scope of our engagement was limited to the aforementioned fiscal forms included in the Act 148 Invoice Package for Fiscal Year End (FYE) 6/30/2010, certified by the County Officials, and submitted to the Department of Public Welfare (DPW).

Preparation of these fiscal forms and compliance with children, youth, and families regulations are the responsibility of the Monroe County Children and Youth Agency management. Our engagement included testing of the County Children and Youth Agency's records and other procedures we considered necessary to enable us to ascertain and certify the financial information included on the amended fiscal forms and to determine the County's compliance with certain provisions of 55 Pa. Code, Part V. Children, Youth, and Families Manual, Subpart C, Chapters 3140 and 3170 (55 Pa. Code § 3140.1 *et seq.* and § 3170.1 *et seq.*). We believe that our engagement provides a reasonable basis for the certification of the amended financial reports.

The results of the procedures performed during this engagement include 4 adjustments to the attached Monroe County Children and Youth Agency's fiscal forms, as presented on page 7. We determined that, based upon the state participation rates, the \$36,110 decrease in expenditures, the \$7,337 decrease in non-reimbursable expenditures, and the \$98,821 increase in revenue resulted in a net amount of \$94,332 due to the state.

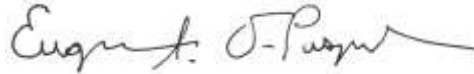
In addition, during the course of our engagement of the Monroe County Children and Youth Agency, we also identified an area of non-compliance, which is discussed in the following Finding and Recommendation:

Finding No. 1 – Failure to Conduct An Annual Time Study

The results of our engagement procedures, as presented in this report, were discussed with representatives of the Monroe County Children and Youth Agency at an exit conference held on January 7, 2014.

This report is being forwarded to the Department of Public Welfare, Bureau of Financial Operations, and the Office of Children, Youth, and Families. You will be notified by the Department of Public Welfare of any impact from the results of our engagement. At that time, you will be afforded the opportunity to appeal the results, in accordance with 1 PA Code 31.1 *et seq.*

We appreciate the cooperation, assistance, and courtesy granted our representatives by your officials and the staff of the Monroe County Children and Youth Agency.

A handwritten signature in black ink, appearing to read "Eugene A. DePasquale". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

EUGENE A. DEPASQUALE
Auditor General

April 21, 2014

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BACKGROUND

The Department of the Auditor General is responsible for reviewing the submitted cost and revenue reports of the 67 County Children and Youth Agencies to determine proper reporting and utilization of funds according to program regulations and guidelines under the Public Welfare Code (62 P.S. § 704.1(a)(4)). The annual state Act 148 allocations are used by the Counties to administer social services for the children and youth that reside within the Commonwealth of Pennsylvania, whose stated goal is “to ensure, for each child in this Commonwealth, a permanent, legally assured family which protects the child from abuse and neglect.” The Children and Youth Social Services Program is County-Administered and State-Supervised by the Department of Public Welfare (DPW) and thus, they are jointly responsible for achieving the Commonwealth’s goal.

In accordance with the Public Welfare Code (62 P. S. § 703), the DPW is responsible for making and enforcing all rules and regulations necessary and appropriate to the proper accomplishment of the child welfare duties and functions vested by law in the county institution districts or their successors. Title 55 Pa. Code, Part V. Children, Youth, and Families Manual, Subpart C, outlines the rules and regulations relative to the County Administration of the Children and Youth Social Service Programs. Specifically, in compliance with 55 Pa. Code § 3140.31, the Counties must report their actual expenditures incurred for the provision of children and youth social services on a quarterly basis to the DPW through the Act 148 Invoice package. The expenditures reported in the Act 148 Invoice package refers to all costs for dependent and delinquent children and youth services funded or administered by the DPW.

As part of our engagement, we reviewed three fiscal forms included in the Act 148 Invoice package, the CY-370 Expenditure Report, the CY-370A Revenue Report, and the CY-348 Fiscal Summary. Specifically, we reviewed the final, 4th Quarter fiscal forms submitted to the DPW, along with the County Children and Youth Agency’s related financial records and supporting documentation, to determine if the County Children and Youth Agency’s actual, cumulative expenditures and revenues were properly reported to the DPW for the respective fiscal year (FY). The variances identified between the reported and actual costs and revenues required adjustments to these fiscal forms, and thus, the Amended CY-370 Expenditure Report, the Amended CY-370A Revenue Report, and the Amended CY-348 Fiscal Summary included in this report reflect the County Children and Youth Agency’s revised costs and revenues and the impact on the Net State Share.

**MONROE COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2009 to JUNE 30, 2010
AMENDED
COMPUTATION OF FINAL NET STATE SHARE**

Approved State Allocation ¹	\$	8,384,432
Supplemental Act 148		<u>0</u>
Total State Allocation		8,384,432
State Share (CY348) ²	\$	7,698,470
Less: Major Service Category Adjustment		<u>0</u>
Net State Share	\$	7,698,470
Less: Expenditures in Excess of the Approved State Allocation		<u>0</u>
Final Net State Share Payable ³	\$	7,698,470
Actual Act 148 Revenues Received ⁴		<u>7,792,802</u>
Net Amount Due County/(State) ⁵	\$	<u><u>(94,332)</u></u>

¹ Approved State Allocation is the amount of Act 148 State Funds that were budgeted for the County.

² State Share (CY348) is the total amount of County expenditures that are eligible for reimbursement from Act 148 Funds after audit adjustments are considered.

³ Final Net Share Payable is the net amount of reimbursable expenditures from Act 148 funds after audit adjustments are considered.

⁴ Actual Act 148 Revenues Received is the amount of Act 148 funds the county received.

⁵ Net Amount Due the County/(State) is the variance between the amount of Act 148 funds the county received and the Final Net State Share Payable to the county.

**MONROE COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2009 to JUNE 30, 2010
AMENDED CY348
FISCAL SUMMARY**

	A	B	C	D	E	F	G	H	I	J	K
	GRAND TOTAL	PROGRAM INCOME	TITLE IV-E	TANF	TITLE XX	TITLE IV-B	OTHER FUNDING	MEDICAL ASSISTANCE	NET TOTAL	STATE ACT 148	LOCAL SHARE
NET CHILD WELFARE EXPENDITURES											
01. 100% REIMBURSEMENT	636,074	0	66,795	0	0	0	0	0	569,279	569,279	0
02. 90% REIMBURSEMENT	698,405	0	56,727	31,258	0	0	0	0	610,420	549,378	61,042
03. 80% REIMBURSEMENT	7,569,295	501,191	1,306,839	192,119	66,575	0	0	75,339	5,427,233	4,341,786	1,085,447
04. 60% REIMBURSEMENT	3,968,052	244,195	343,485	0	0	43,179	0	7,065	3,330,128	1,998,077	1,332,051
05. 50% REIMBURSEMENT	479,899	0	0	0	0	0	0	0	479,899	239,950	239,949
06. TOTAL NET CHILD WELFARE EXPEND.	13,351,725	745,386	1,773,846	223,377	66,575	43,179	0	82,404	10,416,959	7,698,470	2,718,489

YDC/YFC PLACEMENT COSTS											
07. 60% DPW PARTICIPATION	706,659	17,121							689,538	413,723	275,815
08. NON-REIMBURSABLE EXPENDITURES	2,679	2,133	0						546		546

09. TOTAL EXPENDITURES	14,061,063	764,640	1,773,846	223,377	66,575	43,179	0	82,404	11,107,043	8,112,193	2,994,850
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10. IL Grant Funds Reported	0										
11. TOTAL HSDF used for Child Welfare	0										
12. TOTAL TITLE IV-D COLLECTIONS	560,074										
13. TITLE IV-D Collections for IV-E Children	24,157										
14. STATE ACT 148 - line 6	7,698,470										
15. STATE ACT 148 ALLOCATION	8,384,432										
16. ADJUSTED STATE SHARE (lower of 14 or 15)	7,698,470										

INVOICE											
AMENDED STATE SHARE (ACT 148)	7,698,470										
ACT 148 AMOUNT AS SUBMITTED	7,792,802										
ADJUSTMENT TO STATE SHARE	(94,332)										

Subsidized Permanent Legal Custodianship SPLC	Total Subsidies:	Number of Days	Number of Children
	256,292	13,510	40

MONROE COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2009 to JUNE 30, 2010
AMENDED CY370A
REVENUE REPORT

MAJOR SERVICE CATEGORIES & COST CENTERS	REVENUE SOURCES											
	1	2	3	4	5	6	7	8	9	10	11	12
TOTAL REIMBURSABLE EXPENDITURES	PROGRAM INCOME	TITLE IV-E MAINTENANCE	TITLE IV-E ADMIN.	TANF	TITLE XX	TITLE IV-B	OTHER FUNDING	MEDICAL ASSISTANCE	NET REIMBURSABLE EXPENDITURES	STATE ACT 148	LOCAL SHARE	
IN-HOME												
1-A ADOPTION SERVICE	636,074	0	66,795	0	0	0	0	0	569,279	0	0	0
1-B ADOPTION ASSISTANCE	960,430	632	370,674	4,363	0	0	0	0	584,761	467,809	116,952	0
1-C COUNSELING - DEPENDENT	222,537	0	21,981	0	66,575	0	0	0	133,981	107,185	26,796	0
1-D COUNSELING - DELINQUENT	10,995	0	0	0	0	0	0	0	10,995	8,796	2,199	0
1-E DAY CARE	26,615	0	0	3,204	0	0	0	0	23,411	18,729	4,682	0
1-F DAY TREATMENT - DEPENDENT	0	0	0	0	0	0	0	0	0	0	0	0
1-G DAY TREATMENT - DELINQUENT	288,653	0	0	188,915	0	0	0	0	99,738	79,790	19,948	0
1-H HOMEMAKER SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
1-I INTAKE & REFERRAL	348,310	0	36,611	0	0	0	0	0	311,699	249,359	62,340	0
1-J LIFE SKILLS - DEPENDENT	131,844	0	13,857	0	0	0	0	0	117,987	94,390	23,597	0
1-K LIFE SKILLS - DELINQUENT	0	0	0	0	0	0	0	0	0	0	0	0
1-L PROTECTIVE SERVICE - CHILD ABUSE	510,278	0	53,627	0	0	0	0	0	456,651	365,321	91,330	0
1-M PROTECTIVE SERVICE - GENERAL	1,219,628	17,775	120,009	0	0	0	0	0	1,081,844	865,475	216,369	0
1-N SERVICE PLANNING	444,152	0	46,679	0	0	0	0	0	397,473	317,978	79,495	0
1-O JUVENILE ACT PROCEEDINGS - DEPENDENT	70,301	0	0	0	0	0	0	0	70,301	35,151	35,150	0
1-P JUVENILE ACT PROCEEDINGS - DELINQUENT	0	0	0	0	0	0	0	0	0	0	0	0
1-Q SUBTOTAL IN-HOME	4,869,817	18,407	370,674	363,922	192,119	66,575	0	0	3,858,120	3,179,262	678,858	0

COMMUNITY BASED PLACEMENT	NET											
	TOTAL REIMBURSABLE EXPENDITURES	PROGRAM INCOME	TITLE IV-E MAINTENANCE	TITLE IV-E ADMIN.	TANF	TITLE XX	TITLE IV-B	OTHER FUNDING	MEDICAL ASSISTANCE	NET REIMBURSABLE EXPENDITURES	STATE ACT 148	LOCAL SHARE
2-A ALTERNATIVE TREATMENT - DEPENDENT	0	0	0	0	0	0	0	0	0	0	0	0
2-B ALTERNATIVE TREATMENT - DELINQUENT	211,622	12,967	0	0	0	0	0	0	198,655	158,924	39,731	0
2-C COMMUNITY RESIDENTIAL - DEPENDENT	113,755	5,795	0	1,797	0	0	0	0	106,163	84,930	21,233	0
2-D COMMUNITY RESIDENTIAL - DELINQUENT	331,330	14,163	106,346	0	0	0	0	0	210,821	168,657	42,164	0
2-E EMERGENCY SHELTER - DEPENDENT	354,374	0	21,816	19,372	31,258	0	0	0	281,928	253,735	28,193	0
2-F EMERGENCY SHELTER - DELINQUENT	344,031	0	15,539	0	0	0	0	0	328,492	295,643	32,849	0
2-G FOSTER FAMILY - DEPENDENT	2,563,182	449,859	383,885	133,752	0	0	0	75,339	1,520,348	1,216,278	304,070	0
2-H FOSTER FAMILY - DELINQUENT	156,012	0	7,566	5,692	0	0	0	0	142,754	114,203	28,551	0
2-I SUP. INDEPENDENT LIVING - DEPENDENT	29,952	0	0	0	0	0	0	0	29,952	23,962	5,990	0
2-J SUP. INDEPENDENT LIVING - DELINQUENT	4,104,258	482,784	535,152	160,613	31,258	0	0	75,339	2,819,113	2,316,332	502,781	0
2-K SUBTOTAL CBP	10,104,258	482,784	535,152	160,613	31,258	0	0	75,339	2,819,113	2,316,332	502,781	0

INSTITUTIONAL PLACEMENT	NET											
	TOTAL REIMBURSABLE EXPENDITURES	PROGRAM INCOME	TITLE IV-E MAINTENANCE	TITLE IV-E ADMIN.	TANF	TITLE XX	TITLE IV-B	OTHER FUNDING	MEDICAL ASSISTANCE	NET REIMBURSABLE EXPENDITURES	STATE ACT 148	LOCAL SHARE
3-A JUVENILE DETENTION SERVICE	409,598	0	0	0	0	0	0	0	409,598	204,799	204,799	0
3-B RESIDENTIAL SERVICE - DEPENDENT	129,561	0	0	5,187	0	0	0	0	124,374	74,624	49,750	0
3-C RES. SERVICE - DELINQUENT (NON YDC/YFC)	2,542,290	244,164	283,157	0	0	43,179	0	0	1,971,790	1,183,074	788,716	0
3-D SECURE RES. SERVICE (EXCEPT YDC)	767,571	0	0	0	0	0	0	0	767,571	460,543	307,028	0
3-E YDC/YFC (NON-SECURE)-Institutional	0	0	0	0	0	0	0	0	0	0	0	0
3-F YDC SECURE	706,659	17,121	0	0	0	0	0	0	689,538	413,723	275,815	0
3-G SUBTOTAL INSTITUTIONAL	4,555,679	261,285	283,157	5,187	0	43,179	0	0	3,962,871	2,336,763	1,626,108	0
4 ADMINISTRATION	528,630	31	0	55,141	0	0	0	7,065	466,393	279,836	186,557	0
5 TOTAL REVENUES	14,058,384	762,507	1,188,983	584,863	223,377	66,575	43,179	82,404	11,106,497	8,112,193	2,994,304	0

**MONROE COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2009 to JUNE 30, 2010
AMENDED CY 370
EXPENDITURE REPORT**

MAJOR SERVICE CATEGORIES & COST CENTERS	OBJECTS OF EXPENDITURE										Program Income related to all Non-Reimbursable	
	1	2	3	4	5	6	7	8	9	10		11
	WAGES AND SALARIES	EMPLOYEE BENEFITS	SUBSIDIES	OPERATING	PURCHASED SERVICES	FIXED ASSETS	TOTAL EXPENDITURES	Children Served (by county)	Children Served (Purchased)	Non-Reimbursable Non PS/Sub.	Non-Reim. Purchased Serv./Subsidies	Program Income related to all Non-Reimbursable
IN-HOME												
1-A ADOPTION SERVICE	345,841	171,967	114,715	1,059	636,074	11						
1-B ADOPTION ASSISTANCE	22,598	11,273	918,923	7,473	1,060,430	0	138	0	0	0	0	0
1-C COUNSELING - DEPENDENT	113,878	56,809	37,622	13,407	222,537	3	367	0	0	0	0	0
1-D COUNSELING - DELINQUENT	0	0	0	10,995	0	0	10,995	0	0	0	0	0
1-E DAY CARE	0	0	0	26,615	0	0	26,615	0	12	0	0	0
1-F DAY TREATMENT - DEPENDENT	0	0	0	0	0	0	0	0	0	0	0	0
1-G DAY TREATMENT - DELINQUENT	0	0	0	288,653	0	0	288,653	16	51	0	0	0
1-H HOMEMAKER SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
1-I INTAKE & REFERRAL	189,648	94,608	62,687	23,735	1,367	0	348,310	816	0	0	0	0
1-J LIFE SKILLS - DEPENDENT	71,783	35,809	0	0	517	0	131,844	37	0	0	0	0
1-K LIFE SKILLS - DELINQUENT	0	0	0	0	0	0	0	0	0	0	0	0
1-L PROTECTIVE SERVICE - CHILD ABUSE	277,825	138,597	91,854	0	2,002	0	510,278	306	0	0	0	0
1-M PROTECTIVE SERVICE - GENERAL	623,002	310,793	281,344	0	4,489	0	1,219,628	602	0	0	0	0
1-N SERVICE PLANNING	241,491	121,031	79,890	0	1,740	0	444,152	0	0	0	0	0
1-O JUVENILE ACT PROCEEDINGS - DEPENDENT	0	0	0	0	70,301	0	70,301	0	392	0	0	0
1-P JUVENILE ACT PROCEEDINGS - DELINQUENT	0	0	0	0	0	0	0	0	0	0	0	0
1-Q SUBTOTAL IN-HOME	1,886,066	940,887	918,923	699,320	411,030	13,591	4,869,817	Number of Children receiving only NON-PURCHASED IN-Home Services	596	0	0	0
COMMUNITY BASED PLACEMENT												
2-A ALTERNATIVE TREATMENT - DEPENDENT	0	0	0	0	0	0	0	0	0	0	0	0
2-B ALTERNATIVE TREATMENT - DELINQUENT	0	0	0	0	211,622	0	211,622	1,147	32	0	0	0
2-C COMMUNITY RESIDENTIAL - DEPENDENT	9,306	4,642	3,693	67	96,047	67	113,755	519	7	0	0	0
2-D COMMUNITY RESIDENTIAL - DELINQUENT	0	0	0	0	331,330	0	331,330	2,246	12	0	0	0
2-E EMERGENCY SHELTER - DEPENDENT	107,452	53,604	76,260	0	116,326	774	354,416	3,630	153	0	42	0
2-F EMERGENCY SHELTER - DELINQUENT	0	0	0	0	344,031	0	344,031	2,166	87	0	0	0
2-G FOSTER FAMILY - DEPENDENT	150,212	74,935	256,292	330,051	1,750,912	1,082	2,563,484	71,405	295	0	302	2,133
2-H FOSTER FAMILY - DELINQUENT	0	0	0	0	156,012	0	156,012	1,701	9	0	0	0
2-I SUP. INDEPENDENT LIVING - DEPENDENT	0	0	0	0	0	0	0	0	0	0	0	0
2-J SUP. INDEPENDENT LIVING - DELINQUENT	0	0	0	0	29,952	0	29,952	192	1	0	0	0
2-K SUBTOTAL CBP	266,970	133,181	256,292	410,004	3,036,232	1,923	4,104,602	83,006	596	0	344	2,133
INSTITUTIONAL PLACEMENT												
3-A JUVENILE DETENTION SERVICE	0	0	0	13,474	409,598	0	409,598	1,472	91	0	0	0
3-B RESIDENTIAL SERVICE - DEPENDENT	27,029	13,485	0	75,378	195	0	129,561	1,045	4	0	0	0
3-C RES. SERVICE - DELINQUENT (EXCEPT YDC/YFC)	0	0	0	2,542,290	0	0	2,542,290	15,295	115	0	0	0
3-D SECURE RES. SERVICE (EXCEPT YDC)	0	0	0	767,571	0	0	767,571	2,774	14	0	0	0
3-E YDC/YFC (NON-SECURE)-Institutional	0	0	0	0	0	0	0	0	0	0	0	0
3-F YDC SECURE	0	0	0	0	706,659	0	706,659	1,709	14	0	0	0
3-G SUBTOTAL INSTITUTIONAL	27,029	13,485	0	13,474	4,501,496	195	4,555,679	22,295	238	0	0	0
4 ADMINISTRATION	35,448	17,683	0	477,579	0	255	530,965	2,335	0	0	0	0
TOTAL EXPENDITURES	2,215,513	1,105,236	1,175,215	1,600,377	7,948,758	15,964	14,061,063	2,335	344	2,335	344	2,133
				County Indirect Costs = \$								

**MONROE COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2009 to JUNE 30, 2010
AMENDED
SUMMARY OF EXPENSE AND EXPENSE ADJUSTMENTS**

COST CENTER ITEMS	AS REPORTED PER CY370	INCREASE (DECREASE)	AS AMENDED PER CY370
Adoption Service	\$ 641,182	\$ (5,108)	\$ 636,074
Adoption Assistance	960,765	(335)	960,430
Counseling	235,219	(1,687)	233,532
Day Care	26,615	0	26,615
Day Treatment	288,653	0	288,653
Homemaker Service	0	0	0
Intake and Referral	351,120	(2,810)	348,310
Life Skill	132,908	(1,064)	131,844
Protective Service - Child Abuse	514,394	(4,116)	510,278
Protective Service - General	1,228,859	(9,231)	1,219,628
Service Planning	447,747	(3,595)	444,152
Juvenile Act Proceedings	70,301	0	70,301
Alternative Treatment	211,622	0	211,622
Community Residential	445,223	(138)	445,085
Emergency Shelter	700,039	(1,592)	698,447
Foster Family	2,721,722	(2,226)	2,719,496
Supervised Independent Living	29,952	0	29,952
Juvenile Detention Service	409,598	0	409,598
Residential Service	2,672,251	(400)	2,671,851
Secure Residential Service (Except YDC)	767,571	0	767,571
YDC/YFC (Non-Secure) - Institutional	0	0	0
YDC Secure	706,659	0	706,659
Administration	534,773	(3,808)	530,965
Combined Total Expense	<u>14,097,173</u>	<u>(36,110)</u>	<u>14,061,063</u>
Less Non-reimbursables	<u>10,016</u>	<u>(7,337)</u>	<u>2,679</u>
Total Net Expense	<u>\$ 14,087,157</u>	<u>\$ (28,773)</u>	<u>\$ 14,058,384</u>

OBJECTS OF EXPENDITURE	AS REPORTED PER CY370	INCREASE (DECREASE)	AS AMENDED PER CY370
Wages and Salaries	\$ 2,215,513	\$ 0	\$ 2,215,513
Employee Benefits	1,138,063	(32,827)	1,105,236
Subsidies	1,175,215	0	1,175,215
Operating	1,603,660	(3,283)	1,600,377
Purchased Services	7,948,758	0	7,948,758
Fixed Assets	15,964	0	15,964
Combined Total Expense	<u>14,097,173</u>	<u>(36,110)</u>	<u>14,061,063</u>
Less Non-Reimbursables	<u>10,016</u>	<u>(7,337)</u>	<u>2,679</u>
Total Net Expense	<u>\$ 14,087,157</u>	<u>\$ (28,773)</u>	<u>\$ 14,058,384</u>

**MONROE COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2009 TO JUNE 30, 2010
ADJUSTMENT SCHEDULE**

REPORT REFERENCE			ADJ. NO.	EXPLANATION OF ADJUSTMENT	AS REPORTED OR ADJUSTED	INCREASE/ (DECREASE)	AMENDED TOTAL
SCHEDULE	LINE	COLUMN					
CY-370 Adjustments							
CY-370	4	4	1	Administration - Operating To decrease Administration-Operating expenditures \$3,283 to reconcile to the County Cost Allocation plan and properly report indirect costs. The county billed the agency for indirect costs, in the first and second quarter, that did not reconcile to the county cost allocation plan. Title 55 PA Code, Chapter 3170.60 OCYF Bulletin 00-95-12	\$ 480,862	\$ (3,283)	\$ 477,579
CY-370	1-A	2	2	Adoption Service - Employee Benefits	\$ 177,075	\$ (5,108)	\$ 171,967
	1-B	2		Adoption Assistance - Employee Benefits	\$ 11,608	\$ (335)	\$ 11,273
	1-C	2		Counseling - Dependent - Employee Benefits	\$ 58,496	\$ (1,687)	\$ 56,809
	1-I	2		Intake and Referral - Employee Benefits	\$ 97,418	\$ (2,810)	\$ 94,608
	1-J	2		Life Skills - Dependent - Employee Benefits	\$ 36,873	\$ (1,064)	\$ 35,809
	1-L	2		Protective Service - Child Abuse - Employee Benefits	\$ 142,713	\$ (4,116)	\$ 138,597
	1-M	2		Protective Service - General - Employee Benefits	\$ 320,024	\$ (9,231)	\$ 310,793
	1-N	2		Service Planning - Employee Benefits	\$ 124,626	\$ (3,595)	\$ 121,031
	2-C	2		Community Residential - Dependent - Employee Benefits	\$ 4,780	\$ (138)	\$ 4,642
	2-E	2		Emergency Shelter - Dependent - Employee Benefits	\$ 55,196	\$ (1,592)	\$ 53,604
	2-G	2		Foster Family - Dependent - Employee Benefits	\$ 77,161	\$ (2,226)	\$ 74,935
	3-B	2		Residential Service - Dependent - Employee Benefits	\$ 13,885	\$ (400)	\$ 13,485
	4	2		Administration - Employee Benefits	\$ 18,208	\$ (525)	\$ 17,683
					Total Adjustment Amount	\$ (32,827)	
				To decrease Retirement Employee Benefits \$32,827 to properly report the agency's allocation of the 2009 and 2010 county pension contributions. Estimated and not actual rates were used in the county retirement calculation. Title 55 PA Code, Chapter 3170.47(f)			
CY-370	4	10	3	Administration - Non-Reim. Non-PS/Sub To decrease Non-Reimbursables expenditures \$7,337 to properly report indirect costs that exceed the two percent cost limitation. Title 55 PA Code, Chapter 3170.60 OCYF Bulletin 00-95-12	\$ 9,672	\$ (7,337)	\$ 2,335
CY-370A Adjustment							
CY-370A	2-G	3	4	Foster Family - Dependent - Title IV-E - Maint.	\$ 336,140	\$ 47,745	\$ 383,885
	3-C	3		Residential Services - Delinquent - Title IV-E - Maint.	\$ 235,413.00	\$ 47,744	\$ 283,157
	2-G	4		Foster Family - Dependent - Title IV-E - Admin.	\$ 130,420	\$ 3,332	\$ 133,752
					Total Adjustment Amount	\$ 98,821	
				To increase Federal Title IV-E revenue \$98,821 to include fifteen supplemental invoices not reported by the agency. Title 55 PA Code, Chapter 3170.95(a)(b)			

MONROE COUNTY CHILDREN AND YOUTH AGENCY
FINDING AND RECOMMENDATION
FOR THE PERIOD JULY 1, 2009 TO JUNE 30, 2010

Finding: Failure to Conduct An Annual Time Study

Condition: The Monroe County Children and Youth Agency did not perform an annual time study for fiscal year 2009-2010. While agency officials did allocate the agency's general operating expenses among the various cost centers for purposes of reporting expenditures on the CY-370 Expenditure Report to the Department of Public Welfare; they failed to provide time study worksheets or any other type of documentation to evidence the methodology utilized in determining the allocation of expenses.

Criteria: Title 55 Pa. Code, § 3170.91 and § 3170.92(b), related to fiscal management of the County Agency, state, in part:

County Responsibility. The county is responsible for the general fiscal management of the county agency. This includes maintaining fiscal records of expenditures and revenues of the program, providing data for budgeting and expenditure reporting to the Department, monitoring the financial activities of the program, and other activities related to fiscal operations of the program.

Records Maintenance. County agencies shall maintain sufficient and appropriate records and data to justify payment for expenses by the Department. The local authorities or contractors shall maintain books, records, documents and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred for funds supported by the Department and for which reimbursement is claimed.

Cause: The current Fiscal Officer has held her position since 2007, and according to her, the agency has never completed a time study during her tenure.

Effect: Failure to properly allocate general operating expenses among the various cost centers on the CY-370 Expenditure Report could lead to inappropriate reimbursement and/or loss of state/federal funding.

Recommendation: The Monroe County Children and Youth Agency officials should establish and implement written policies and procedures to ensure that time studies are being conducted annually. In addition, agency officials should ensure the methodology for the completion of the time studies is documented and that the time studies are being utilized in the allocation of general operating costs reported to the DPW on the CY-370 Expenditure Report.

Agency Response: The agency was not aware of the requirement to conduct annual time studies, but will now ensure they are completed for each fiscal year going forward.

MONROE COUNTY CHILDREN AND YOUTH AGENCY
REPORT DISTRIBUTION LIST

This report was originally distributed to the following:

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Commonwealth of Pennsylvania

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